

Connecticut Standardized Municipal Instructions for Residential Solar Photovoltaic (PV) Permitting Process

Town of Vernon

Apply on-line at:

<http://www.citysquared.com/?#/app/map/VernonTownCT>

Application Materials Checklist

Below is a checklist of materials needed for roof, ground and pole-mounted applications to be considered complete. Please note that applications with missing attachments will be delayed or denied.

Roof Mounted Solar PV (with or without structural changes):

SOLAR PERMIT APPLICATION with the following attachments downloaded electronically:

- **CT SOLAR PV PERMIT SUPPLEMENT**
- Structural Evaluation by a Professional Engineer
- One-line electrical diagram
- One-line site plan
- Solar PV Module specification sheets with attachment details
- Inverter specification sheets
- Copy of HIC license & E-1 license, worker's compensation certificate, and letter of authorization (if applicable)
- CRS # from Eversource

Building & Zoning Department, Town of Vernon
55 West Main Street, Vernon, CT 06066
Building Official: John LaBossiere
Office Hours: Monday-Wednesday 8:30am-4:30pm, Thursday 8:30am-7pm, F 8:30am-1pm
Inspection Hours: Monday-Thursday 10am-12pm & Monday-Thursday 2pm-4pm (48 Hours Notice)
Tel: (860) 870-3633 Fax: (860) 870-3589

www.vernon-ct.gov/building
building@vernon-ct.gov

The following is required IN ADDITION to the requirements for Roof Mounted Solar PV. Please call the Building Department for assistance for ground and pole

Ground/Pole Mounted:

- **ZONING PERMIT APPLICATION** For Zoning Approval, submit site plan on an A2 survey. Projects must comply with Section 4.1.1 of Zoning code setback regulations. Contact the Zoning Enforcement Officer at 860 870 3636 for further information.
- If within septic on property, submit **B100 APPLICATION** and \$50 fee to North Central Health District (NCHD)
- If within 100 feet of a wetland, submit an **INLAND WETLAND ADMINISTRATIVE APPLICATION** and \$135 fee for Agent approval. If within 25 feet of a wetland, project will need Agency approval. Contact the Agent for details

Application Fees: Solar Permit \$30 per first \$1,000 and \$15 per \$1,000 thereafter for residential properties. \$30 per \$1,000 and \$20 per \$1,000 thereafter for commercial properties. **Zoning (Ground/Pole Mounted Only):** \$25

Applications submitted electronically are subject to a 2.5% convenience fee for credit/debit cards or a \$2.00 convenience fee for an electronic check.

Process of Approval

The below steps indicate the departments in the order they require approval and the typical processing time.

	<u>Town Department</u>	<u>Typical Processing Time*</u>	<u>Ground/Pole Mount</u>	<u>Roof Mount</u>
•	Health Department (if applicable)	5-10 Days	✓	
•	Wetlands Agent Approval (if applicable)	7-10 Days	✓	
•	Building/Zoning Department	1-2 days	✓	✓

As of March 1, 2019, applicants are emailed approved permits on the day of approval. Applicants can call or check online to for status.

Inspection Requirements

Once all permits to construct the solar installation have been issued and the system has been installed, one on-site inspection for roof-mounted and two for ground-mounted/pole-mounted are required. Please call the Building Department at least 48 hours in advance to schedule an inspection. Appointments are given a 2 hour appointment window during inspection hours (M-F 10-12 & M-Th 2-4). An electrician must be present at inspection. Please Note: Need CRS # and photos of installation prior to inspection (mounting, bonding of rails and inside inverter boxers).

Once the system has passed inspection the Building Department will notify Eversource within 1 business day.

*Typical processing times are not guaranteed. Per state statute, municipal building departments have 30 days to approve /deny permits